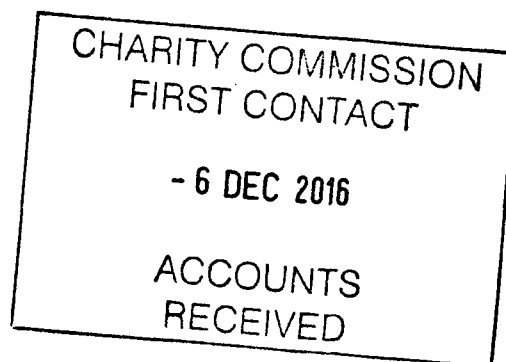


REGISTERED COMPANY NUMBER: 2610711 (England and Wales)
REGISTERED CHARITY NUMBER: 1003145

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2016
FOR**

**SPRINGFIELD ADVICE AND LAW
CENTRE
LIMITED**



F W Berringer & Co
Chartered Accountants
and Statutory Auditors
Lygon House
50 London Road
Bromley
BR1 3RA

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**CONTENTS OF THE FINANCIAL STATEMENTS
for the year ended 31 March 2016**

	Page
Report of the trustees	1 to 3
Report of the independent auditors	4 to 5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 to 12
Detailed statement of financial activities	13

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED (REGISTERED NUMBER: 2610711)**

**REPORT OF THE TRUSTEES
for the year ended 31 March 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Principle activities and organisation of work

During the year the law centre continued to pursue the following key objectives and service strategies:

Our key objectives were:

- To meet the needs of as many people as possible
- To campaign on social policy matters
- To innovate and develop new services
- To improve funding, sustainability and build partnerships
- To develop the skills of staff, volunteers and trustees

Our service strategies were:

- To ensure the Law Centre was well governed and managed
- To provide high quality legal advice and information to increasing numbers of clients
- To ensure the service was accessible to all clients
- To monitor and communicate the impact and effectiveness of the service
- To develop partnerships with stakeholders to provide new and innovative services to meet the needs of our clients
- To ensure the Law Centre received increased and sustainable funding
- To improve the Law Centres performance

During the year the following activities were undertaken:

- Governance: Held trustee board meetings; filed Audited Accounts and Annual Returns to Companies House and the Charities Commission.
- Performance: Produced performance reports for the Trustee Board; organised Continued Professional Development Training for Staff.
- Communication: Submitted activity and monitoring reports to funders; provided feedback on Social Policy matters to the Law Centres Federation; produced an updated Client Profile.
- Advice and Casework: Continued to provide clients with specialist casework, representation and negotiation with outside bodies and courts.
- Funding: Maintained the Law Centre's contract with the Legal Services Commission to provide specialist legal advice in housing and Community Care in the boroughs of Wandsworth and Merton/Sutton. Maintained funding with Merton Council to provide legal advice in Debt and Social Welfare to mental health service users in the London Borough of Merton. The funding with Big Lottery ASTF for a two year contract to head the Merton Advice Project and provide outreach services ended in October 15. However, in August 2015, we were awarded a new 2 year contract by the Tudor Trust to provide legal Advice and representation in Debt and Social Welfare
- Housing Contracts: Agreed housing contract with The Legal Aid Agency and was awarded 75 housing cases in Wandsworth and 75 housing cases in Merton/Sutton.

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED (REGISTERED NUMBER: 2610711)**

**REPORT OF THE TRUSTEES
for the year ended 31 March 2016**

OBJECTIVES AND ACTIVITIES

Significant activities

- Service Provision: Provided appointments and drop-in advice at Springfield University Hospital and Jubilee Health Centre East in Wallington. Also provided Legal Outreach Services at Wilson Hospital and other sites in London Borough of Merton such as Morden Medical Centre GP and Mitcham Medical Centre GP

- Other: Made home visits to clients unable to attend the Law Centre for advice and provided information to Community Care Teams, other front line advisers and patients. We also represent client at Tribunals and assist at the Medical Assessment Centre for Social Welfare.

FINANCIAL REVIEW

Reserves policy

The directors have considered the matter of reserves for the purpose of establishing the level that the charity should maintain. They believe that free general reserves in the region of £100,000 would provide adequate provision against a major decrease in incoming resources, thereby enabling the law centre to continue its activities.

Financial review of the year

Incoming resources from charitable activities amounted to £348,827 for the year compared with £236,352 for the previous year. Legal services and costs recovered were £223,812 (2015: £99,945).

Charitable activities expenditure amounted to £292,106 (2015: £267,518). Overall the charity disclosed a net increase in funds of £57,160 compared with an decrease last year of £30,916.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

All members of the charity, which include members of the management committee, undertake to contribute an amount not exceeding £1 each, in the event of the winding up of the company whilst a member or within one year of cessation of membership.

Recruitment and appointment of new trustees

Members of the management committee are recruited on the basis of the value they can introduce into the charity through their experience and knowledge gained in areas of benefit to the charity, including legal services, financial awareness, operation of other charities, fundraising activities and direct personal knowledge of mental health issues.

Induction and training of board members is carried out through the existing board with the assistance of external training as required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

2610711 (England and Wales)

Registered Charity number

1003145

Registered office

Building 7
Springfield University Hospital
61 Glenburnie Road
London
SW17 7DJ

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED (REGISTERED NUMBER: 2610711)**

**REPORT OF THE TRUSTEES
for the year ended 31 March 2016**

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Ms S Knight	(Chair)	
Mrs A G Dehaney	(Treasurer)	
C Hocine		
J Walker		
P Marples		
A Carter		- resigned 6.7.2016
Ms G Ordor		

Auditors

F W Berringer & Co
Chartered Accountants
and Statutory Auditors
Lygon House
50 London Road
Bromley
BR1 3RA

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Springfield Advice and Law Centre Limited for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

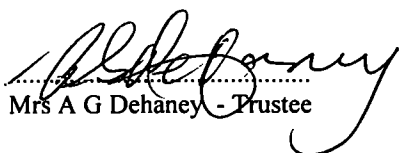
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, F W Berringer & Co, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on28/11/2016..... and signed on its behalf by:


.....
Mrs A G Dehaney - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED (REGISTERED NUMBER: 2610711)**

We have audited the financial statements of Springfield Advice and Law Centre Limited for the year ended 31 March 2016 on pages six to twelve. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of trustees responsibilities set out on page three, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED (REGISTERED NUMBER: 2610711)**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic report or in preparing the Report of the trustees.



John Cardnell BSc FCA (Senior Statutory Auditor)
for and on behalf of F W Berringer & Co
Chartered Accountants
and Statutory Auditors
Lygon House
50 London Road
Bromley
BR1 3RA

Date: 28/11/2016

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2016**

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	440	-	440	250
Charitable activities	3				
Grant income		80,259	44,756	125,015	136,407
Provision of legal services		223,812	-	223,812	99,945
Total		304,511	44,756	349,267	236,602
 EXPENDITURE ON					
Charitable activities	4				
Staff costs		183,998	56,394	240,392	234,962
Office support costs and other overheads		51,715	-	51,715	32,556
Total		235,713	56,394	292,107	267,518
NET INCOME/(EXPENDITURE)		68,798	(11,638)	57,160	(30,916)
 RECONCILIATION OF FUNDS					
Total funds brought forward		73,525	11,638	85,163	116,079
TOTAL FUNDS CARRIED FORWARD		142,323	-	142,323	85,163

The notes form part of these financial statements

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED (REGISTERED NUMBER: 2610711)**

**BALANCE SHEET
At 31 March 2016**

	Notes	2016 £	2015 £
FIXED ASSETS			
Tangible assets	10	8,280	12,736
CURRENT ASSETS			
Debtors	11	132,756	60,302
Cash at bank and in hand		24,119	68,274
		<u>156,875</u>	<u>128,576</u>
CREDITORS			
Amounts falling due within one year	12	(22,832)	(56,149)
NET CURRENT ASSETS		<u>134,043</u>	<u>72,427</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>142,323</u>	<u>85,163</u>
NET ASSETS		<u>142,323</u>	<u>85,163</u>
FUNDS	14		
Unrestricted funds		142,323	73,525
Restricted funds		-	11,638
TOTAL FUNDS		<u>142,323</u>	<u>85,163</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 28/11/2016 and were signed on its behalf by:


Mrs A G Dehaney -Trustee

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2016**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture and Equipment	- 35% on reducing balance
Computer equipment	- 35% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2016	2015
	£	£
Gifts	1	-
Donations	439	250
	<u>440</u>	<u>250</u>

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 March 2016**

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2016 £	2015 £
Grants	Grant income	125,015	136,407
LAA and fee income	Provision of legal services	223,812	99,945
		<u>348,827</u>	<u>236,352</u>

Grants received, included in the above, are as follows:

	2016 £	2015 £
London Borough of Merton	53,765	63,277
Big Lottery - ASTF Merton	44,756	71,222
London Legal Support Trust	661	1,908
The Tudor Trust	23,333	-
The London Community Foundation	2,500	-
	<u>125,015</u>	<u>136,407</u>

4. CHARITABLE ACTIVITIES COSTS

	2016 £	2015 £
Staff costs	234,448	234,692
Office support costs and other overheads	57,659	32,556
	<u>292,107</u>	<u>267,518</u>

5. SUPPORT COSTS

	Governance costs £
Office support costs and other overheads	<u>2,050</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016 £	2015 £
Auditors' remuneration	2,050	2,000
Depreciation - owned assets	4,456	681

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 March 2016**

8. STAFF COSTS

	2016	2015
	£	£
Wages and salaries	223,766	221,487
Other pension costs	10,682	13,205
	<u>234,448</u>	<u>234,692</u>

The average monthly number of employees during the year was as follows:

	2016	2015
Lawyers and Advice Workers	5	6
Administrator	1	1
	<u>6</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

No employee earned £60,000 p.a. or more during the year.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	249	1	250
Charitable activities			
Grant income	65,185	71,222	136,407
Provision of legal services	99,945	-	99,945
Total	<u>165,379</u>	<u>71,223</u>	<u>236,602</u>
EXPENDITURE ON			
Charitable activities			
Staff costs	176,054	58,908	234,962
Office support costs and other overheads	15,134	17,422	32,556
Total	<u>191,188</u>	<u>76,330</u>	<u>267,518</u>
NET INCOME/(EXPENDITURE)	<u>(25,809)</u>	<u>(5,107)</u>	<u>(30,916)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	99,334	16,745	116,079
TOTAL FUNDS CARRIED FORWARD	<u>73,525</u>	<u>11,638</u>	<u>85,163</u>

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 March 2016**

10. TANGIBLE FIXED ASSETS

	Furniture and Equipment £	Computer equipment £	Totals £
COST			
At 1 April 2015 and 31 March 2016	<u>13,334</u>	<u>29,858</u>	<u>43,192</u>
DEPRECIATION			
At 1 April 2015	13,230	17,226	30,456
Charge for year	<u>36</u>	<u>4,420</u>	<u>4,456</u>
At 31 March 2016	<u>13,266</u>	<u>21,646</u>	<u>34,912</u>
NET BOOK VALUE			
At 31 March 2016	<u>68</u>	<u>8,212</u>	<u>8,280</u>
At 31 March 2015	<u>104</u>	<u>12,632</u>	<u>12,736</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Sundry debtors and prepayments	<u>132,756</u>	<u>60,302</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Sundry creditors and accruals	6,165	56,149
Deferred income	<u>16,667</u>	<u>-</u>
	<u>22,832</u>	<u>56,149</u>

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
Fixed assets	8,280	-	8,280	12,736
Current assets	156,875	-	156,875	128,576
Current liabilities	<u>(22,832)</u>	<u>-</u>	<u>(22,832)</u>	<u>(56,149)</u>
	<u>142,323</u>	<u>-</u>	<u>142,323</u>	<u>85,163</u>

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 March 2016**

14. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	73,525	68,798	142,323
Restricted funds			
Big Lottery - ASTF Merton	11,638	(11,638)	-
TOTAL FUNDS	<u>85,163</u>	<u>57,160</u>	<u>142,323</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	304,511	(235,713)	68,798
Restricted funds			
Big Lottery - ASTF Merton	44,756	(56,394)	(11,638)
TOTAL FUNDS	<u>349,267</u>	<u>(292,107)</u>	<u>57,160</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2016.

**SPRINGFIELD ADVICE AND LAW CENTRE
LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2016**

	2016 £	2015 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1	-
Donations	439	250
	<u>440</u>	<u>250</u>
Charitable activities		
LAA and fee income	223,812	99,945
Grants	125,015	136,407
	<u>348,827</u>	<u>236,352</u>
Total incoming resources	<u>349,267</u>	<u>236,602</u>
EXPENDITURE		
Charitable activities		
Salaries, national insurance, and locum staff expenses	223,766	221,487
Pensions	10,682	13,205
Practising certificates	1,100	1,887
Professional fees and case disbursements	22,214	3,523
Insurance	3,604	4,026
Internet	529	255
Printing, stationery, and computer software	4,079	3,957
Travel and subsistence	1,226	1,657
Miscellaneous expenses	592	806
Course fees and education	9,515	5,930
Accountancy and bookkeeping	7,985	7,800
Bank charges	309	304
Furniture and equipment	36	56
Computer equipment	4,420	625
	<u>290,057</u>	<u>265,518</u>
Support costs		
Governance costs		
Auditors' remuneration	2,050	2,000
Total resources expended	<u>292,107</u>	<u>267,518</u>
Net income/(expenditure)	<u><u>57,160</u></u>	<u><u>(30,916)</u></u>